

Management System Description: Environment Safety & Health

Subject Area:

Emergency Management & Continuity of Operations

Management System Owner: John Sattler

Point of Contact: Greg Campbell

Issue Date: 08/03/2012

CBCMS Revision: Rev 0.0

1.0 Introduction

This subject area describes how Emergency Management and Continuity of Operations Planning activities supporting the Environmental Management Consolidated Business Center (EMCBC) and Environmental Management (EM) Small Sites missions are performed in a safe and compliant manner. This subject area provides information regarding requirements for base emergency (all hazards) planning, performing hazards surveys, hazard assessments and continuity of operations planning.

Each DOE facility/site is required to be in compliance with Emergency Planning requirements inherent in Code of Federal Regulations and DOE Order 151.1C and must comply with DOE Orders 151.1 Continuity Programs. The DOE Orders provide the framework for ensuring the health and safety of workers, the public, and the environment as it relates to emergency planning and response and continuity of operations. The objective of the Procedures is to achieve an effective integration of requirements into an emergency and continuity programs that provides appropriate, effective and efficient operations and use of resources. The programs include risk analysis and utilize the graded approach based on the potential hazards.

Normally, EMCBC supported small Sites/Projects will ensure contractor compliance with emergency management and continuity planning through effective DOE oversight processes. EMCBC resources (staff) may be utilized to support the properly delegated line management oversight of DOE Site/Project Offices. In all circumstances, the line management is delegated the responsibility to implement emergency operations in accordance with approved emergency and continuity plans and procedures.

2.0 Contents

The Emergency Management program elements identified below in Section 2.1 through 2.3 represent those elements specific to the EMCBC or those that may be used to support the small site/project Field Element Manager. This Subject Area Description identifies a series of more rigorous processes designed to enhance EMCBC and Small Site response capabilities, graded in

approach, to mitigate a variety of events or conditions that jeopardize or may jeopardize the health and safety of workers, the public, and the environment.

The Table below identifies the plans and procedures that are utilized to support EMCBC or small sites/projects in performing their emergency management and continuity of operations activities safely and effectively. It also identifies the tools to perform the DOE Oversight roles of small site/project contractors and their emergency management programs.

For a more detailed description of CBC MS roles and responsibilities, please see the [EMCBC Functions, Responsibilities and Authorities Matrix](#).

2.1 Operational Emergency Program

Each DOE site/project is required to have an Operational Emergency Program, which provides the framework for response to all events or conditions that involve the health and safety of workers, the public, and the environment. The objective of the program is to achieve an effective integration of emergency planning and preparedness requirements into an Emergency Management Program that provides response capabilities for all emergencies, through communication, coordination, and an efficient and effective use of resources. The Emergency Management Program for a specific facility/site shall be commensurate with the hazards present at that facility/site.

2.2 Ensuring Hazards Survey and Assessment

A Hazards Survey is used to identify the generic emergency events or conditions that define the scope of the emergency management program at a facility/site. It is a site-specific qualitative examination of the events or conditions which may require an emergency response. The description of the potential impacts of such events or conditions contained in the Hazards Survey determines the planning and preparedness requirements that apply. For DOE sites and projects subject to DOE Order 151.1C, the Hazard Survey is a formalized and documented process. For sites like the EMCBC that are not subject to the requirements of the DOE Order, but are governed by Code of Federal Regulations, hazard survey and analysis is a less formalized process that results in the development of an Occupant Emergency Plan(s). Hazards Assessment is conducted for each DOE facility/site where hazardous materials are present in quantities exceeding the specified threshold quantities. It is a quantitative analysis that includes the identification and characterization of hazardous materials specific to a facility/site, analyses of potential accidents or events, and evaluation of potential consequences. The results of the Hazards Assessment determine whether an Operational Emergency Hazardous Materials Program is required. Hazard Assessment does not apply to the EMCBC.

2.3 Continuity Planning

Continuity of Operations Planning is mandated by DOE Order 150.1. The EMCBC has developed a Continuity of Operations Plan, [EMCBC PL-471-01](#), Rev 5 that provides the necessary planning and response actions and framework to implement continuity of operations

for the EMCBC office in Cincinnati, Ohio and Lakewood Colorado. The Plan also includes sections that support select Small Site COOP planning.

Procedure	Procedure Content
1. EMCBC Occupant Emergency Plan (Chiquita, Boggs Lane, 175 Tri-County Pkwy & B-55-Lakewood CO.)	<ul style="list-style-type: none"> • Response to Medical Emergencies • Response to Facility Emergencies • Response to Security Emergencies • Post Incident Recovery • Employee Accountability • Drills & Exercises • Training
2. Ensuring Hazards are Screened	<ul style="list-style-type: none"> • Hazards Screening Flowchart • Hazards Survey • Emergency Planning Hazards Assessment • Review and Approval Requirements
3. Base Program Planning	<ul style="list-style-type: none"> • Planning Considerations • Assessment Planning • ERAP Submission • Emergency Plan Review & Approval
4. Hazardous Material Program Planning	<ul style="list-style-type: none"> • Emergency Management Program Representative reviews • Public Information Officer Reviews (Site or EMCBC) • Public Information Officer assessments • Delegated Small Site/Field Element Approval(s) • DOE HQ's submittals
5. EMCBC Continuity of Operations Plan	<ul style="list-style-type: none"> • EMCBC Succession Planning • EMCBC Essential Functions

3.0 Exhibits and Forms

3.1 Exhibit 1, [Hazard Screening Flowchart](#)

4.0 Related Information

- 4.1 Records created as a result of implementing the corresponding procedures will be filed in one of two possible schedules depending on the content of the record. Records will either be ADM 18-27 for Planning and Response documents or ADM 18-28 for drills, exercises or other tests of the Emergency Management Program.

5.0 Requirements

Document	Title
10 CFR 851	Worker Safety & Health
29 CFR 1910	Occupational Safety & Health
29 CFR 1960	Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
40 CFR 355	Emergency Planning & Notification
41 CFR 102	Occupant Emergency Program
49 CFR 172	Subpart G, Emergency Response Information
DOE O 150.1	Continuity Programs
DOE O 151.1C	Comprehensive Emergency Management System
DOE O 226.1B	Implementation Of Department Of Energy Oversight Policy
DOE P 226.1B	Department Of Energy Oversight Policy
DOE O 227.1	Independent Oversight Program
DOE O 414.1D	Quality Assurance
DOE O 420.1B	Facility Safety
DOE O 440.1B	Worker Protection Program for DOE Federal and Contractor Employees
DOE O 470.4B	Safeguards & Security Programs

6.0 Definitions

Definitions